

Legal basis:

Act of July 3, 2018 - Provisions introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended)

Act of July 20, 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2023, item 742, as amended)

Regulation of the Minister of Science and Higher Education of October 11, 2022 on fields of science, scientific disciplines and artistic disciplines (Journal of Laws of 2022, item 2202, as amended)

Rules of Procedure for awarding a postdoctoral degree at the University of Zielona Góra**§ 1****GENERAL PROVISIONS**

1. At the University of Zielona Góra, proceedings are underway to award the postdoctoral degree to candidates applying for the postdoctoral degree in fields and disciplines in which the university has appropriate authorizations.
2. The postdoctoral degree is awarded by the Senate of the University of Zielona Góra.
3. The postdoctoral degree may be awarded to a person who meets the conditions listed in Art. 219 of the Act of July 20, 2018, Law on Higher Education and Science.
4. Whenever the Rules of Procedure mention:
 - a) an Act, it should be understood as the *Act of July 20, 2018, Law on Higher Education and Science (consolidated text, Journal of Laws of 2023, item 742, as amended)*,
 - b) an awarding institution, it should be understood as the University of Zielona Góra.

§ 2**INITIATION AND PRELIMINARY STAGES OF THE PROCEEDINGS**

1. In order to initiate the proceedings awarding the postdoctoral degree, a person applying for the postdoctoral degree submits an application, together with appropriate attachments in accordance with the recommendations of the Council of Scientific Excellence, to the awarding institution through the Council for Scientific Excellence (CSE). The application includes:
 - a) indication of the field and discipline in which the candidate is applying for the degree,
 - b) career description,
 - c) list of scientific or artistic achievements referred to in Art. 219 section 1 point 2 of the Act,
 - d) indication of the awarding entity selected to conduct the procedure for awarding the postdoctoral degree.
2. If in the application referred to in section 1, the University of Zielona Góra is indicated as the awarding institution selected to conduct the procedure for awarding the postdoctoral degree, after completing the formal assessment of the application, CSE forwards it to the University of Zielona

- Góra within 4 weeks from the date of its receipt. The vice-rector in charge of science immediately forwards the application to the chairman of a council in charge of a relevant scientific discipline.
3. The council of the relevant scientific discipline expresses its opinion on consent to conduct the procedure for awarding the postdoctoral degree and forwards it to the chairman of the Senate of the University of Zielona Góra.
 4. The Senate of the University of Zielona Góra adopts a resolution granting consent to conduct the procedure for awarding the postdoctoral degree. If the Senate does not consent to the conduct of the procedure for awarding the postdoctoral degree, the application is returned to the Council of Scientific Excellence within 4 weeks from its reception from the Council of Scientific Excellence.
 5. If the application has not been previously accepted by another awarding institution, then the designation of the University of Zielona Góra by the Council of Scientific Excellence as a new institution is binding in accordance with Art. 221 section 3 of the Act. In such an event, paragraphs 3 and 4 are not applicable.
 6. In the procedure for awarding the postdoctoral degree, the Senate adopts resolutions in accordance with the principles set out in the Act and the Statute of the University of Zielona Góra.
 7. If the candidate is not an employee of the University of Zielona Góra, immediately after adopting the resolution on consent to conduct the procedure for awarding the postdoctoral degree, an agreement is drawn with the candidate or the institution employing the candidate regarding the fee for conducting the procedure, which stipulates the amount of the fee, as well as the date and method of payment.

§ 3

AWARDING COMMITTEE, ITS APPOINTMENT AND SCOPE OF ACTIVITIES

1. After receiving a document from the Council of Scientific Excellence appointing 4 members of the awarding committee, including the chairman and 3 reviewers, the vice-rector in charge of science immediately forwards the document from the Council of Scientific Excellence to the chairman in charge of a relevant scientific discipline council.
2. The council of the relevant scientific discipline, within 3 weeks from the date of receipt of information about the members of the awarding committee appointed by the Council of Scientific Excellence, proposes the remaining members of the awarding committee:
 - a) 2 members holding the postdoctoral degree or the title of professor, employed by the institution granting the degree, including the secretary;
 - b) a reviewer with the postdoctoral degree or the title of professor, who is in possession of current scientific or artistic achievements and recognized reputation, including international, who is not employed at the awarding institution.
3. The council in charge of a relevant scientific discipline adopts resolutions in accordance with the principles set out in the Statute of the University of Zielona Góra.
4. The council in charge of the relevant scientific discipline provides information specified in section 2 to the Chairman of the Senate.
5. When selecting a candidate for a reviewer, the council in charge of the relevant scientific discipline is guided by the significance of his/her achievements for the discipline in which the procedure for awarding the postdoctoral degree is carried out. A person who twice in the last 5 years has failed to meet the deadline referred to in Art. 221 section 8 of the Act or in relation to whom there are justified doubts as to his/her impartiality, cannot become a reviewer. A reviewer

who is an employee of a foreign university or scientific institution may not meet the conditions specified in section 2b, but such a person may be selected for the role of reviewer if the awarding institution determines that this person has significant achievements in the field related to the achievements of the person applying for the postdoctoral degree.

6. The Senate appoints the awarding committee and the chairman of the awarding committee appointed by the Council of Scientific Excellence within 6 weeks from the date of the reception of information about the members.
7. After the awarding committee has been appointed by the awarding institution, the secretary of the awarding committee immediately submits a relevant resolution of the Senate and the Regulations on the procedure for awarding the postdoctoral degree at the University of Zielona Góra to the chairman of the awarding committee and sends the application together with the documentation in electronic version to all members of the awarding committee, as well as paper versions of the documentation to the reviewers.
8. The meetings of the awarding committee are convened by the chairman of the committee.
9. The chairman of the committee may contact committee members electronically, and the committee meetings may be held remotely.
10. The committee has the right to request a copy of the candidate's scientific work in paper or electronic form.
11. Within 8 weeks of the reception of the application and documentation, the reviewers assess whether the candidate's scientific achievement meets the requirements specified in Art. 219 section 1 point 2 of the Act and prepare reviews, which they submit to the secretary of the awarding committee.
12. The secretary of the awarding committee submits electronic versions of the reviews to the chairman of the committee, who checks whether they contain clearly formulated recommendations regarding the awarding or refusal to award the postdoctoral degree. Reviews that do not meet this condition are returned for correction.
13. After receiving all reviews, the chairman of the committee makes them available to all committee members and the candidate.
14. Immediately after receiving all the reviews, the committee consults the candidate and determines the date and place of the postdoctoral examination. The awarding institution sends a notice to the candidate about the date, place and manner of conducting the postdoctoral examination, obliging the him/her to appear in person and participate in the postdoctoral examination. Information about the date, place and method of conducting the examination is made available by the awarding institution in the Public Information Bulletin on its website and in other traditionally accepted places no later than 10 days before the scheduled date of the postdoctoral examination.
15. The committee decides to conduct the postdoctoral examination online after obtaining the candidate's consent.
16. The awarding committee, under the supervision of the chairman, conducts the postdoctoral examination regarding the scientific or artistic achievements of the person applying for the postdoctoral degree. The postdoctoral examination is public, with the exception of the examination on achievements referred to in Art. 219 section 3 of the Act. The postdoctoral examination will not be held if at least 2 reviews are negative.
17. The postdoctoral examination consists of two parts:
 - 1) the candidate's presentation of his/her scientific or artistic achievements, which constitute a significant contribution to the development of a specific discipline,

- 2) public discussion of the candidate's scientific or artistic achievements. After the public postdoctoral examination, a meeting of the awarding committee is held.
18. The postdoctoral examination may be conducted on-site or remotely. The postdoctoral examination may be conducted outside the seat of the awarding institution using electronic means of communication, ensuring in particular:
 - 1) real-time transmission of the examination between its participants,
 - 2) multi-party communication in real time, in which the participants can express their opinions during the examination, while observing the necessary safety rules.
19. Members of the awarding committee and the candidate participating in the postdoctoral examination remotely are obliged to have their camera turned on and, at the request of the chairman, a microphone during the meeting.
20. The postdoctoral examination may be recorded for the purpose of preparing a protocol by the secretary of the awarding committee, unless the candidate or a member of the committee fail to consent to it.
21. If the candidate fails to appear at the postdoctoral examination, the awarding committee records this fact in the minutes and proceeds to further procedural activities. The candidate's failure to appear at the postdoctoral examination does not release the awarding committee from the obligation to issue a resolution containing an opinion on the awarding or refusal to award the postdoctoral degree. In justified cases, when due to an insurmountable obstacle, the candidate cannot appear in person and participate in the postdoctoral examination, it is possible to conduct the postdoctoral examination on a rescheduled date. § 3 section 14 applies.
22. In the presence of at least five members of the awarding committee (including the chairman, secretary and three reviewers), the awarding committee adopts a resolution containing its opinion on awarding the postdoctoral degree in an open vote, with a simple majority of votes. The opinion cannot be positive if at least 2 reviews are negative. At the request of a person applying for the postdoctoral degree, the awarding committee adopts a resolution in a secret ballot. If the resolution containing a positive opinion on awarding the postdoctoral degree does not receive a simple majority of votes, then the chairman of the awarding committee shall submit a resolution containing a negative opinion on awarding the postdoctoral degree to the vote of the awarding committee.
23. If at least two reviews are negative, the awarding committee adopts a resolution containing a negative opinion regarding the awarding of the postdoctoral degree, with justification.
24. The meeting of the awarding committee, during which a resolution containing an opinion on awarding the postdoctoral degree is adopted, is minuted by the secretary of the awarding committee. The protocol is signed by the secretary and the chairman of the awarding committee.
25. A resolution may be adopted using electronic means of communication during a meeting conducted using these means, ensuring in particular the transmission of the meeting in real time between its participants and multi-party communication in real time, during which the participants of the meeting can comment on an ongoing basis, while observing the necessary safety rules.
26. Within 6 weeks from the date of reception of the review, the awarding committee shall submit a resolution containing an opinion on awarding or refusal to award the postdoctoral degree to the chairman of the Senate of the University of Zielona Góra, together with justification and documentation of the procedures.

§ 4

ONLINE PUBLIC POSTDOCTORAL EXAMINATION AND MEETING OF THE AWARDING COMMITTEE

1. The postdoctoral examination may be held remotely provided that the candidate and all members of the awarding committee have the technical means to participate in the examination.
2. An invitation to a remote postdoctoral examination, along with instructions for using the remote communication platform, is sent by the secretary of the awarding committee to the e-mail addresses of the candidate and members of the awarding committee.
3. Non-members of the awarding committee may take part in a remote postdoctoral examination, during which they also have the opportunity to ask questions and make comments using the indicated application. The link to the public examination is made available after interested persons have submitted an application sent to the address indicated in the notification about the public examination.
4. The postdoctoral examination and the meeting of the awarding committee, during which a resolution is adopted containing an opinion on the awarding of the postdoctoral degree, can be recorded in the form of image and sound recordings. The postdoctoral examination may be recorded only with the consent of the candidate and members of the awarding committee. The recording should comply with applicable provisions on personal data protection and copyright.
5. The procedure for a remote postdoctoral examination is as follows:
 - a) the secretary of the awarding committee or another person designated by the secretary responsible for the preparation and supervision of the technical side of the remote examination organizes a remote meeting using the indicated *Google Meet* application, giving it a unique name and submitting login details to the chairperson of the awarding committee. It is recommended to organize a remote trial meeting before the examination, led by the secretary or another designated person, in order for the candidate, members of the awarding committee and the audience to test the equipment (including the webcam, microphone, Internet connections and software);
 - b) the course of the examination may be recorded by the secretary of the awarding committee;
 - c) during the examination, the candidate stays in the University room indicated by the chairman of the awarding committee. At the candidate's justified request, the chairman of the awarding committee may consent to the candidate's stay in a place other than the University premises;
 - d) the candidate has a camera turned on throughout the examination, which ensures constant recording of his or her image, he or she must have a working microphone, and the software used by the candidate must enable screen sharing;
 - e) during the remote examination, the chairman of the awarding committee establishes a connection with the members of the awarding committee, the candidate and the audience. Participants should be logged in to the remote communication platform before the start of the examination;
 - f) the chairman of the awarding committee begins the meeting by checking the attendance list, determining the quorum and ensuring that the candidate can participate in the meeting;
 - g) during the entire course of the examination, constant image and sound transmission should be maintained, including the chairman, the members of the committee and the candidate.

6. Only its members participate in the awarding committee meeting. Designated persons receive a link to the meeting by e-mail. Voting takes place during the awarding committee meeting by means of IT tools provided at the University of Zielona Góra.
7. In the event of a technical failure, unavailability of the service or a serious reduction in the quality of the connection on the part of the members of the awarding committee or the candidate, which prevents the proper conduct of the examination, the chairman of the awarding committee may decide to:
 - a) interrupt it and continue it when the technical problems cease; there may be a need to reconnect;
 - b) interrupt and suspend it, in which case, the procedures undertaken until the remote postdoctoral examination is suspended remain effective. The chairman informs the members of the awarding committee, the candidate and the participants about the continuation of the examination on the new date. This date is determined immediately in consultation with the members of the awarding committee. Information about the new date, along with the link to the new session is provided by the secretary of the awarding committee electronically to the members of the awarding committee and the candidate, and it is posted on the institute website. All activities during the postdoctoral examination are automatically suspended in the event of a temporary loss of internet connection with the chairman of the awarding committee.
8. All issues related to the organization of the remote postdoctoral examination and the remote meeting of the awarding committee that are not covered by these Rules of Procedure are resolved on an ongoing basis by the relevant bodies of the awarding institution, in accordance with legal provisions and principles of scientific ethics in force at the awarding institution.

§ 5

CLOSING PROCEDURES

1. Pursuant to the resolution referred to in § 3 section 22, within one month from the date of receipt of the resolution from the awarding committee, the Senate awards the postdoctoral degree or refuses to grant it. The Senate refuses to award the degree if the opinion of the awarding committee is negative.
2. The decision to grant or refuse to grant the postdoctoral degree shall be delivered to the person applying for the degree in writing. The decision to refuse to award the postdoctoral degree contains instructions on the possibility of submitting an appeal to the Council of Scientific Excellence within 30 days from the date of delivery of the decision.
3. The awarding institution forwards the appeal to the Council of Scientific Excellence along with its opinion and case files within 3 months from the date of submitting the appeal.
4. After considering the appeal, within a period not longer than 6 months, the Council of Scientific Excellence upholds the contested decision or repeals it and refers the case for reconsideration to the body referred to in Art. 178 section 1, of the same or another awarding institution.
5. If the decision to refuse to grant the postdoctoral degree is upheld, the candidate may submit a repeated application to initiate the awarding procedure after at least 2 years. This period may be shortened to 12 months in the event of a significant increase in scientific or artistic achievements.

6. A person applying for the postdoctoral degree submits an application to the Council of Scientific excellence for consent to shorten the period for submitting the repeated application to initiate the awarding procedure, together with documents confirming a significant increase in scientific or artistic achievements.
7. Within 8 weeks from the date of receipt of the request for consent to shorten the period for submitting a repeated request to initiate the awarding procedures, the Council of Scientific Excellence issues a decision on this matter. There is no right to appeal against the decision of the Council of Scientific Excellence.
8. The awarding institution makes the application of the candidate applying for the postdoctoral degree, information on the composition of the awarding committee, information on the date, place and method of conducting the postdoctoral examination, the reviews, a resolution containing an opinion on awarding the degree, together with justification and decision to award the degree or refuse to award it, available in the Public Information Bulletin on its website. The application for the postdoctoral degree, information on the composition of the awarding committee and the reviews are posted in the POL-on system immediately after they are made available.
9. The fee for conducting the procedure awarding the postdoctoral degree is calculated in accordance with Art. 184 of the Act and constitutes the sum of remuneration costs in the proceedings amounting to:
 - 33% of professor's remuneration for the chairman of the awarding committee,
 - 33% of professor's remuneration for the secretary of the awarding committee
 - 17% of professor's remuneration for members of the awarding committee
 - in addition to the remuneration indicated above, members of the awarding committee who are reviewers also receive additional remuneration for preparing the review, i.e. in the amount of 33% of professor's remuneration, as well as indirect costs in the amount of up to 30% of all remuneration costs in the proceedings.
10. The cost of the proceedings for awarding the postdoctoral degree is borne by the person applying for the degree, and in the case of an academic teacher or research worker, by the university, institute of the Polish Academy of Sciences, research institute or international institute employing him/her - on the basis of concluded civil law contracts.
11. In the event of a documented difficult financial situation or fortuitous circumstances causing a temporary difficult financial situation of the person applying for the postdoctoral degree, at the request of the interested party, the Rector may waive the fee referred to in section 10, in whole or in part.
12. The candidate may withdraw the application for awarding the postdoctoral degree. If the application is withdrawn, the Senate may adopt a resolution to discontinue the proceedings for awarding the postdoctoral degree, subject to the opinion of an appropriate council of the scientific discipline. The body of the awarding institution may discontinue the proceedings if the candidate requests it and if it is not contrary to the public interest.
13. In the event of withdrawal of the application after the appointment of the awarding committee:
 - a) the same application cannot constitute a basis for applying for the postdoctoral degree from another awarding institution;
 - b) the candidate cannot apply for the postdoctoral degree for a period of 2 years.

§ 6

PROVISIONS REGARDING THE TRANSITIONAL PERIOD

1. Proceedings for awarding the postdoctoral degree initiated and not completed before October 1, 2018 are carried out under the existing rules. However, if the degree is awarded after April 30, 2019, the degree should be awarded in fields and disciplines specified according to the new classification of fields and disciplines.
2. Proceedings for awarding the postdoctoral degree initiated between October 1, 2018 and April 30, 2019 are conducted on the basis of the existing regulations. However, at the University of Zielona Góra, activities related to the procedure for awarding the degree have been conducted by the Senate since October 1, 2019.
3. Proceedings to award the postdoctoral degree in accordance with the principles set out in the Act and these Rules of Procedure may be initiated from October 1, 2019.
4. For proceedings initiated in accordance with the principles specified in section 3 in the period from October 1, 2019 to December 31, 2020, the achievements referred to in Art. 219 section 1 point 2 letter b of the Act also include:
 - 1) scientific articles published:
 - a) in scientific journals or peer-reviewed materials from international conferences, included in the list prepared in accordance with the regulations issued pursuant to Art. 267 section 2 point 2 letter b of the Act, before the date of publication of this list,
 - b) before January 1, 2019, in scientific journals that were included in part A or C of the list of scientific journals established on the basis of regulations issued pursuant to Article 44(1) 2 of the Act of April 30, 2010 on the principles of financing science (Journal of Laws of 2018, item 87) and made public by the announcement of the Minister of Science and Higher Education of January 25, 2017, or were included in part B of this list, with scientific articles published therein being awarded at least 10 points;
 - 2) scientific monographs published by:
 - a) a publishing house included in the list prepared in accordance with the regulations issued pursuant to Art. 267 section 2 point 2 letter a of the Act, before the date of publication of this list,
 - b) an organizational unit of the institution, whose publishing house is included in the list prepared in accordance with the regulations issued pursuant to Art. 267 section 2 point 2 letter a of the Act.
5. If not completed by December 31, 2021, proceedings referred to in section 1 and 2 will be cancelled.